



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date:	June 7, 2016
Subject:	Employee Policy and Procedures Manual
Prepared By:	Commissioner Bob Anderson
Sponsored By:	Commission

Background

The current Policy and Procedures Manual is dated 2009. There have been situations that have occurred recently that I believe show that this commission, together with staff, needs to make updates to this manual.

At a prior commission meeting we were informed that part of an ordinance – the landlord permit ordinance – was not being enforced. We have corrected that particular issue but I believe it needs to be clearly stated that all ordinances are to be followed and enforced by staff so that this doesn't happen again.

It seems that there has been confusion regarding accrual and payout of vacation time. This needs to be clarified and understood by everyone to prevent misunderstanding and errors.

Fiscal / Budget Impact: To be determined.

Recommendation:

Commission to discuss how to proceed in updating this manual so that it is clear and followed by all.